

Allegany College of Maryland  
BOARD OF TRUSTEES

May 9, 2022

PUBLIC SESSION  
MINUTES

The Allegany College of Maryland Board of Trustees met Monday, May 9, 2022, at 4 pm in the Thomas Welcome Center and via Zoom. Board members in attendance included Mr. Kim Leonard (Chair), Ms. Mirjhana Buck, Ms. Linda Buckel, Mr. James Pyles, and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance included:

VP Kurt Hoffman	VP David Jones	VP Christina Kilduff
Scott Harrah	Melinda Duckworth	Stacey Rohrbaugh
Dione Clark-Trub	Heather Greise	Chandler Sagal
Debby Hardinger	Beth Nightengale	Bobbie Cameron

Mr. Leonard called the Board of Trustees meeting to order at 4 pm on Monday, May 9, 2022 in the Thomas Welcome Center and via Zoom.

**Adoption of the Minutes**

Following a motion and second by Ms. Buck and Ms. Buckel, respectively, the Trustees adopted the April 18, 2022, minutes.

**Chairman's Update**

Mr. Leonard reviewed the upcoming events listed on the agenda.

**President's Update**

Spring 2022 Semester

The spring 2022 semester ended on May 6 with grades due May 10. A day of professional development for faculty and staff is planned for Wednesday, May 11. Thursday, May 12, faculty and staff will be celebrated at an awards ceremony at the All-College Assembly beginning at 9:00 a.m. in the Theatre. Employee appreciation activities will follow with a luncheon and outdoor competitions such as corn hole and kickball. Graduation rehearsals will take place on Friday in preparation for the Commencement ceremonies.

Commencement Ceremonies

ACM will have three commencement ceremonies on the Cumberland Campus on May 14 at 10, 1 and 4. A nursing pinning ceremony will follow the 4 p.m. commencement. The Bedford County Campus will hold a commencement ceremony on Monday, May 16 at Everett Area High School at 7 p.m.

Summer and Fall Enrollment

Summer and Fall enrollment opened April 4. The Enrollment Management Team began meeting to monitor the activity. Year-to-year comparisons show a slight increase over 2021 in headcount and in credits for both summer and fall.

The final total of prospective students for the three Spring Open Houses is 94 (plus 142 guests). Plans to host a Summer Open House are underway. The date for this event will be Monday, July 18<sup>th</sup>.

### Congratulations to ACM's Outstanding Business Students

On April 26, 2022, the Allegany County Chamber of Commerce and the Rotary Club of Cumberland held the annual Outstanding Business Student Awards. Congratulations to ACM business students Paige Taylor, Aisa Wrights and Logan Whetzel who were presented awards.

### Congratulations to ACM's All-Maryland Academic Team Members

On May 4, 2022, three outstanding ACM students were recognized at the All-Maryland Academic Team Awards. Annette Ritter placed on the First Team and was also recognized as a 2022 Coca-Cola Bronze Scholar. Annette is a psychology major who hopes to become a licensed addictions counselor and work within an organization that values clients and employees.

Payton Sharpless was recognized as an All-Maryland Academic Second Team member. Payton is pursuing a dual major in Elementary and Middle School education and transferred to Frostburg State University after graduating from ACM in December. Her career goal is to remain in Allegany County and teach first or second grade—and to ultimately complete her Master's degree in school counseling. Payton has received a full scholarship for her studies at FSU.

Jacob Wagner was recognized as an All-Maryland Academic Second Team member. Jacob is a criminal justice major who plans to transfer to Mount Aloysius College. His career goal is to work in the criminal justice system, either as a police officer or in digital forensics. No matter what he does, his hope is to make a positive impact on the criminal justice system.

### Maryland Association of Community Colleges (MACC)

The MACC Trustees Leadership Conference and Gubernatorial Forum was held April 28 from 3 until 6:30 p.m. at Anne Arundel Community College. It was a hybrid event with in-person and remote attendees.

The conference began with a presentation by Dr. Brad Phillips, MACC Executive Director that focused on the 2022 Maryland General Assembly Legislative Session that included a history of the Senator John A. Cade Funding Formula from 1998-2023. In this legislative session, the State realized its longstanding obligation by supporting the full percentage tie that statute establishes in the Cade Formula. The statute requires that Maryland's community colleges receive 29% of funding per FTE that the State allocates to the select public four-year institutions. Since the formula's inception 25 years ago, the State has never fully supported the Cade allocation and has instead rebased the formula, reducing or level-funding the allocation through the Budget Reconciliation and Financing Act.

As in prior years, trustees were brought up-to-date on results of the recent legislative session, and evolving legal issues by Attorney Robert Dustin of Saul, Ewing, Arnstein, and Lehr. His presentation entitled "Legal Update: What a difference a year makes (again)" addressed four topic areas.

- COVID-19 Issues
- Title IX Updates
- Cybersecurity and Data Privacy
- Navigating DEI Issues

As it is an election year, MACC also organized a Gubernatorial Forum. Candidates participating were Rushern Baker, Jon Baron, Robin Ficker, Peter Franchot, Doug Gansler, Ashwani Jain, Kelly Schulz and Jerome Segal.

### County Budget Request

On April 7, 2022, Mr. Leonard, Mrs. Belt, Dr. Bambara and Christina Kilduff presented the FY2023 budget request to the County Commissioners. The request included an increase of \$500,000 to allow for salary increases for employees as well as rising insurance costs. The College expects to hear of an official decision later this month; however, informally, the College has been assured the request will be approved.

### COVID-19 Command Team

With regional county positivity rates low according to the CDC metrics, College leadership has suspended the work of the COVID-19 Command Team. One case manager has been retained for a few hours each week to follow-up with any reports. A weekly communication will continue to be sent to employees with current COVID-19 metrics and reminders of safety protocols. Attestations will continue in offices and classrooms throughout the summer. Leadership will monitor metrics regularly and adjust as needed.

### Grants

Dr. Bambara shared information on the following grants that are pending:

- An MSDE Maryland Leads grant was submitted in the amount of \$394,487 in partnership with ACPS to develop an early college pathway for students to begin an Associate's Degree in Teacher Education in order to support staffing shortages at ACPS. Students will receive paid tuition, tutoring, peer mentors, advisors, paid internships, and a seamless transition to ACM. Funding news is expected within the next month.
- The NSPII Doubling the Nursing Evening Program grant was submitted in the amount of \$749,215. Funding news is expected by June 2022. This would double the capacity of the evening nursing program in Allegany County to create an opportunity for an additional 30 RN qualified nurses every year (90 new graduates after year four).
- The NSPII Maryland LPN to RN Online Nursing Cohort grant was submitted in the amount of \$676,684 requested. Funding news is expected by June 2022. This grant would Institute a Maryland Resident LPN to RN Cohort annually for an additional 60 RN qualified nurses every year in years 2-4 (180 new graduates after year four).
- The NSPII Hybrid Weekend Nursing Program Feasibility Planning Grant was submitted in the amount of \$24,874. Funding news is expected by June 2022. This grant would review the feasibility of adding a hybrid weekend program to enhance the availability and accessibility of nursing education in Maryland.
- Two Program Open Space Projects have been approved (baseball field and fitness center renovation) totaling roughly to \$285,000. The procurement process and project implementation are underway.
- FY23 Project Open Space funding requests/concepts have been submitted for:
  - Baseball field – Phase II
  - Tennis Court renovation
- FY23 ARC Pre-application concepts have been submitted for:
  - Theatre upgrade
  - Smart Classroom upgrades.
- Preparing Maryland Rural Council Grants for:
  - Theatre upgrade
  - Forestry education and enhancement
  - Western Maryland Works Enhancement

### Bedford County Regional Education Foundation Fundraiser

The Bedford County Regional Education Foundation will hold their "Generosity for Generations" dinner fundraiser on Friday evening, May 20, 2022, at the Clearidge Event Center in Clearville, PA.

### **League for Innovation in the Community Colleges 2021 Awards**

The 2021 League Awards were presented to Shea Bonarigo, Dione Clark-Trub and Ron Krug (in absentia).

### **Preliminary Approval of Spring 2022 Graduates**

Beth Nightengale presented the Spring 2022 graduates for preliminary approval. 278 graduates applied for 337 degrees. On a motion and second by Ms. Buck and Mr. Pyles, the Trustees approved the list of preliminary graduates, pending final grades.

### **Willowbrook Woods Housing HVAC Unit Replacements**

Christina Kilduff recommended Gerald Albright Heating and Air Conditioning as the low bidder in the amount of \$67,852 to purchase and install HVAC unit replacements at Willowbrook Woods student housing complex. The Trustees approved the recommendation following a motion by Mr. Pyles and second by Ms. Buckel.

### **Selection of External Audit Firm**

Christina Kilduff recommended SB & Company, LLC, as the preferred firm to perform audit services for the College in FY2023 for the amount of \$72,000. The Trustees approved the recommendation on a motion by Ms. Buck and second by Mr. Pyles.

### **FY2023 Pay Scales**

Melinda Duckworth presented the FY2023 pay scales for approval. The adjustment to the pay scales for FY2023 allows for progression of the compensation study and increase to the Maryland minimum wage for 1/1/2023. Following a motion and second by Ms. Buckel and Mr. Pyles, respectively, the Trustees approved the FY2023 pay scales.

### **Policy Updates**

Ms. Duckworth recommended changes to the Sick Leave Donation Policy 03.06.002 and the Extension of Group Health Benefits Policy 03.05.007. The Trustees approved the updates to these policies on a motion by Mr. Pyles and second by Ms. Buck.

### **EXECUTIVE SESSION**

The Board of Trustees will convene to Executive Session to discuss personnel items [Article § 3-305(b) (1)], and to comply with a statutory requirement [Article § 3-305(b) (13)] that prevents public disclosure covered under the Maryland Open Meetings Act. The Trustees returned to Public Session at 6:40 pm to approve hiring recommendations and the Institutional Philosophy on Unions.

On a motion by Mr. Pyles and second by Ms. Buckel, the Trustees approved the following:

### **Faculty and Staff Hiring Recommendations**

Chris Pyles, Systems Administrator recommended by Christina Kilduff,  
Michael Secreti, Residence Life Area Coordinator and  
Alex Grimm, Instructor Occupational Therapy Assistant, Fieldwork Coordinator, both recommended by Dr. Kurt Hoffman.

### **Institutional Philosophy on Unions**

Ms. Duckworth also explained that Senate Bill 746, effective September 1, 2023 at ACM, establishes collective bargaining rights for certain community college employees. In preparation to plan for potential negotiations, ACM has participated in training and information sessions on unions and collective bargaining. Additionally, counsel has been retained to guide ACM in proper collective bargaining practices in order to protect the rights of the employees and the college.

ACM will adopt the following philosophy to support and promote harmonious and cooperative relationships with ACM employees:

*We respect the rights and opinions of our employees, including your right to join or not join a union. It is your decision, not the College's and not the union's.*

With no further business, the Trustees adjourned the meeting at 6:45 pm.

Respectively submitted,



Mr. Kim B. Leonard  
Board of Trustees Chairman



Dr. Cynthia S. Bambara  
Secretary/Treasurer